



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

# The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Bureau of Health Professions Licensure

Drug Control Program

239 Causeway Street, Suite 500, Boston, MA 02114

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD,  
MPH  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

## Medication Administration Program (MAP) Advisory Ruling Reference Material(s)-Medication Administration Program Sites

The Department of Public Health (DPH) MAP Registered sites must establish, maintain and operate in accordance with policies that ensure that only properly trained and Certified personnel administer medications as set forth in 105 CMR 700.003 (F).

The Service Provider for the DPH MAP Registered site must ensure that Certified staff have ready-access to relevant information including pertinent reference guides; current MAP Training Curriculum; current MAP Policy Manual; Medication-Specific drug information, Service Provider Policies; Service Provider Procedures, etc.

The program site may elect to use on-line references and keep an electronic copy of the required reference material(s) provided:

1. the electronic version is available on-site 24 hours a day, 7 days a week;
2. the on-line reference is maintained by a state or federal government or other reputable source;
3. the latest versions of all documents are available;
4. documentation that all staff have been trained on accessing the on-line information is on-site; and
5. there is a contingency plan in place in the event the site's computer is not functioning or the Service Provider has instituted compensating features that are acceptable to the DPH Drug Control Program to ensure that all required reference material is maintained and available on-site.

Apart from the on-line reference materials, each DPH MAP registered site must maintain either a current (less than 2-years old) drug reference book (paperback or hardcover) and/or printed *Medication Information Sheets*, received from a Pharmacy, for all of the prescribed medications for the individuals supported at the site.

If the Pharmacy is unable to provide *Medication Information Sheets*, copies may be obtained and printed from a reputable source.

As dietary supplements are not considered medications, if the Pharmacy is unable to provide *Dietary Supplement Information Sheets*, an alternate reputable source may be used to print the information sheets, e.g.,

<https://www.fda.gov/Food/DietarySupplements/UsingDietarySupplements/ucm110567.htm#tips>

04/04/2018